



CITY OF MOUNTAIN VIEW

Community Services Department • Recreation Division  
201 S. Rengstorff Avenue • Post Office Box 7540 • Mountain View, CA 94039-7540 • 650-903-6331 • FAX 650-962-1069

## Transfer Request

### Transfer Policy

- A written request is required for all transfers. Requests must be submitted to the Recreation Office.
- Requests for transfer, if space is available, must be **made no less than 7 calendar days, including weekends and holidays, before the first day of both classes.**
- Participants are responsible for any additional fees.
- A \$6 processing fee will be assessed per transfer. All fees must be paid at the time of request. If any amount remains after transfer, the \$6 processing fee will be deducted from the remaining amount.
- Any amount remaining will be refunded in the original form of payment\*. Refunds will be issued within three (3) weeks from the request. *\*Payments made in cash will be issued in the form of a check.*

Main Contact (Parent/Legal Guardian): \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

### TRANSFER

Participant Name: \_\_\_\_\_ From Class # \_\_\_\_\_ To Class # \_\_\_\_\_  
Participant Name: \_\_\_\_\_ From Class # \_\_\_\_\_ To Class # \_\_\_\_\_  
Participant Name: \_\_\_\_\_ From Class # \_\_\_\_\_ To Class # \_\_\_\_\_

### PAYMENT

☐ **Cash** (please do not mail cash) ☐ **Check** (payable to "City of Mountain View") ☐ **Visa** ☐ **MasterCard**

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

Name as it appears on Credit Card \_\_\_\_\_

Cardholder's Signature X \_\_\_\_\_ Date \_\_\_\_\_

By my signature below, I authorize the City of Mountain View Recreation Division to process my transfer request.

Parent / Legal Guardian Signature X \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Refunded By: ☐ Credit Card ☐ Check ☐ FW Refund Amount: \$ \_\_\_\_\_ Processed By: \_\_\_\_\_